

S.C. DHEC RFA: Community-Based HIV Prevention Programs CY 2012
Application Checklist: Updated 3/30/2012

*The bidder is to submit ONE ORIGINAL of all of the following information for consideration and evaluation. The bidder is to submit an additional SIX COPIES of items # 6 through # 12.

*If submitting via email, ONE email submission to include all noted items is required.

1. Cover letter/cover page	
2. Eligibility Determination Documentation (from pages 8 and 9, RFA Category 1 section):	
a) Three or more annual HIV testing data reports that documents service to population(s) being proposed to reach in this application.	
b) At least one annual HIV testing report which documents program HIV positivity rate.	
c) Training certificate(s) for HIV testing staff.	
d) Current CLIA waiver.	
e) Table of contents page from HIV testing QA manual.	
f) Cash flow chart (or narrative) of process for revenue receipt, deposits, disbursement.	
g) List of funding sources.	
h) At least one site visit report or technical review from funder that describes quality of service delivery.	
i) At least one MOA or LOA from local DHEC for accepting referrals from CBO; OR at least one notification letter <i>from CBO to local DHEC</i> regarding submission of grant application.	
j) MOA or LOA from non-DHEC provider who will accept referrals for viral hepatitis treatment education or services, or vaccine provision. (Only applicable to CBOs applying for HBV and/or HCV CTRS.)	
k) At least one annual data report documenting delivery of EBI to PLWHA. (Only applicable to CBOs applying to deliver Willow or Healthy Relationships.)	
l) At least two annual data reports documenting delivery of Many Men, Many Voices (3MV). (Only applicable to CBOs applying to deliver 3MV.)	
3. Organizational Chart	
4. IRS letter and/or Secretary of State certificate of registration as charity or nonprofit group	
5. A-133 Single Audit	
6. Application Narrative (as outlined in the RFA for each requested section on pages 9, 10, 11)	
7. "HIV Prevention Program Services" cover sheet.	
8. "HIV CTRS Summary Worksheet"	
9. Prevention Services Portfolio Packet(s) for population(s) being proposed to reach. Portfolio Packets should include all items listed below, grouped together as a "packet". The packets should be organized in the ranked order of the state's priority populations. Packet includes:	
a) Intervention Information Worksheet(s) (IIW), if applicable, for Healthy Relationships and/or Willow.	
b) Training certificates for 6.a. staff, if applicable.	
c) MOAs/LOAs for 6.a., if applicable.	
d) IIW, for each of the other populations being proposed for HIV CTRS. The IIW should be followed by the training certificate and any MOAs/LOAs. If certificate was submitted in the Eligibility section, then indicate this in a statement at the bottom of the IIW.	
e) If other interventions are being proposed for a population, include the IIW and associated documents as noted following the HIV CTRS items for that particular population. Group items for a specific population together as a "population-based" packet.	
10. Application Narrative: Reporting, Integrated Services, Capacity Building (RFA, pages 12, 13)	
11. Category 1 budget and budget narrative.	
12. Category 2 (if applying for these funds):	
a) Application Narrative (as outlined in the RFA, Category 2, pages 1, 2, Sections A, B, C)	
b) Category 2, budget and budget narrative.	